*Review Timeline for Report Card Data*

**Nine Weeks Ends > Grade Verification Sheets are Due > Report Cards Printed > Report Cards Go Home**

-Kindergarten using this system will not have grade verification sheets but must make sure they have marked all standards they intent to have counted on the current grading period.

-Elementary grades will need to print grade verification sheets AND use the Final Grade Entry on the main portal page to mark Developmental Skills/Attitudes from the HOME ROOM class **AND**  they will need to click on their READING class then go through Final Grade Entry to select the correct current reading level for it to print on the report card! (Short cut: print the screen from a single student then use the (m) near Standards Summary to be able to mark your entire class from one screen)

**ALL GRADES except Kindergarten:**

-Make sure you have gone into each course for which you assign grades and have right clicked on the FINAL GRADE using the SCORE INSPECTOR to check/ modify the final term grade and included a comment(s) from either the comment bank or typed in one of your own.

-Print the GRADE VERIFICATION sheet (mark the box where you print a signature line)

-After printing the grade verification VERIFY that the grades printed are indeed those you wish to give EVERY STUDENT for EACH COURSE/SUBJECT. If you need to make any corrections do so now and reprint before you submit to guidance/principal.

-Once you have your grades ready to submit give your grade verification sheets to the designated person(s) in your building.

**\*\*IMPORTANT\*\***

Once all grade verification sheets are submitted the office will be **STORING GRADES**

When that is done you can change your gradebook **BUT it will NOT CHANGE** what the PowerSchool prints on the report card. In other words any changes you want to make from here on out will need to be made by guidance/office. No changes in your gradebook after grades are stored for N1 will be reflected in report card printing. The office/guidance will now have to make any further changes.

-DO correct your gradebook if needed

-DO complete and provide the office/guidance an amendment form for grades you are wishing changed.

-**BEST PRACTICE!!!** Spend time going over your grade verification sheets prior to submitting them so that very few to NO grades must be changed.